

## FORM PSRAV



### GUIDELINES FOR COMPLETING P.S.R.A VETTING FORM Please Read Carefully before Completing Form

#### IMPORTANT

**THIS VETTING FORM IS FOR THE PURPOSE OF APPLYING FOR A PRIVATE SECURITY SERVICES LICENCE ONLY. THE AUTHORITY DOES NOT VET PEOPLE FOR ANY OTHER PURPOSE.**

**THIS FORM SHOULD NOT BE USED FOR ANY OTHER PURPOSE.**

**When completing the PSRA Vetting Form it is important that you follow these guidelines:**

- You should ensure that you use the correct vetting form. Form **PSRAV** is required for applications for a first licence.
- The form must be completed in full using **BLOCK CAPITALS** and be clear and legible.
- Your **Place/City of Origin** must be completed.
- You must include **all** your addresses on the form from your **date of birth** to your present address.
- **All** addresses must be completed in full including postcodes. No abbreviations.
- You must show **all** foreign addresses. This includes Jamaican Nationals who have resided abroad for six (6) months and over. **Foreign Nationals** must state all addresses from date of birth to the time they came to Jamaica followed by all addresses from the time the person came to Jamaica to the present date.
- The **year from** and **year to** sections must be **fully** completed for each address regardless of the number of previous addresses.
- When correctly completed, the Vetting Form **should not** contain any gaps in your address history from date of birth to the present date.
- All questions **must** be answered.

**All offences must be disclosed including Road Traffic Offences, suspended sentences and fines. Failure to disclose an offence on the vetting form may result in the refusal of your application.**

- The declaration on page 2 must be completed by signing your signature in the required place.

The Completed Form should be returned to the Private Security Regulation Authority.  
The Private Security Regulation Authority can be contacted at [info@psra.gov.jm](mailto:info@psra.gov.jm) or 967-2522-6.

**FORM PSRAV**



**PRIVATE SECURITY REGULATION AUTHORITY  
VETTING APPLICATION FORM**

**NOTE TO THE APPLICANT**

- *The Enquiry Form must be completed in full using **BLOCK CAPITALS** (Please state N/A if details are not applicable)*
- *Writing must be clear and legible*
- *Return the completed form to The Private Security Regulation Authority – PSRA, 6<sup>th</sup> Floor, Office Centre Building, 12 Ocean Boulevard, Kingston*
- *Do not send this form to Ministry of National Security or to any Police Station*

To be completed by The Applicant

<b>SURNAME:</b>		<b>PREVIOUS NAME (if any):</b>					
<b>FIRSTNAME:</b>		<b>ALIAS:</b>		<b>PSRA APPLICATION NO.</b> (if known)			
<b>DATE OF BIRTH:</b> (dd/mm/yy)		<b>PLACE OF ORIGIN:</b>					
<b>HAVE YOU EVER CHANGED YOUR NAME? YES <input type="checkbox"/> NO <input type="checkbox"/></b>							
<b>IF YES PLEASE STATE FORMER NAME:</b>							
<b>Please state all addresses from year of birth to present date</b>							
House No.	Street	Town/ City	Parish	Post Code	Country	Year from	Year to

**Please Continue Overleaf**

**FORM PSRAV**

<b>EMPLOYMENT HISTORY</b>				
<b>Please state all employer's addresses, phone numbers and duration of employment.</b>				
<b>Employer</b>	<b>Address</b>	<b>Phone number</b>	<b>Year from</b>	<b>Year to</b>

**Have you ever lived outside of Jamaica?** No  Yes   
 From: (d/m/y) \_\_\_\_\_ To: (d/m/y) \_\_\_\_\_ Address: \_\_\_\_\_

**Have you ever been charged or indicted of an offence in Jamaica or elsewhere?**  
 No  Yes  Please provide details

<b>Date</b>	<b>Court</b>	<b>Offence</b>	<b>Court Outcome</b>

**Have you ever been convicted of an offence in Jamaica or elsewhere?**  
 No  Yes  Please provide details

<b>Date</b>	<b>Court</b>	<b>Offence</b>	<b>Court Outcome</b>

**Please Continue Overleaf**

**FORM PSRAV**

**DECLARATION OF APPLICANT**

I, the undersigned who has applied for a **Private Security Regulation Authority Licence** hereby authorize the Criminal Records Office to furnish to the **Private Security Regulation Authority** a statement that there are no convictions recorded against me in Jamaica or elsewhere, or a statement of all convictions and/or prosecutions, successful or not, pending or completed, in the Country or elsewhere as the case may be.

**Signature of Applicant:** \_\_\_\_\_  
( )

**Date:** \_\_\_\_\_

***FOR OFFICIAL (PSRA) USE:***

**Authorized Signatory:** \_\_\_\_\_  
**NAME** ( )

**REGISTRATION Number:** \_\_\_\_\_

To be completed by the PSRA Vetting Unit

According to CRO record there are no previous convictions against the above named applicant:

OR the attached convictions appear on the CRO records:

OR the attached prosecutions are pending:

**NOTE:** Checks were carried out by this office based on the information supplied.  
The convictions supplied may apply to the subject of your enquiry.  
Please verify information disclosed with the applicant.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_